



# Springfield Foundation

For good. For ever. For all.®

## Staff Accountant

### About the Springfield Foundation

The Springfield Foundation is a not-for-profit public charity whose mission is to build and hold a permanent, charitable endowment for the community's changing needs and long-term benefit. Since 1948, the Springfield Foundation has provided individuals, families, and organizations with a low-cost, professionally managed mechanism to achieve their charitable goals. The Springfield Foundation receives and invests charitable gifts and administers them as permanent charitable endowment funds, which distribute income for educational scholarships and grants to local non-profit organizations. Throughout the Springfield Foundation's history, donors of both modest and substantial means have contributed gifts to provide Clark County with a permanent source of charitable capital to help meet the community's changing needs, now and for generations to come.

**Position:** Staff Accountant

### Position Description

The Staff Accountant is responsible for maintaining the financial record systems and provides auditing services, recordkeeping services and financial statements to the organization's management team.

### Principal Responsibilities

- Maintains general accounting system of the Foundation, and QuickBooks for related nonprofit entities under the direction of the Financial Officer.
- Prepares bank deposits.
- Assists with accounts receivable through regular review of contribution reports and their match with bank deposits.
- Maintains accurate and timely accounts payable records.
- Assists in data entry.
- Maintains Foundation's checking account in an accurate and timely manner.
- Conducts general ledger account reconciliations and investigates discrepancies.
- Assists in the preparation of monthly, quarterly, or annual reports for agency funds.
- Provides research, as needed, on contributions and grant records.
- Assists with preparation of year-end closing, annual audit, and preparation of all nonprofits 990 tax returns.
- Prepares computerized spreadsheets, models, graphics, and reports as needed.

- Participates in other projects and activities as assigned.

### **Qualifications**

A bachelor's degree with emphasis in finance, accounting or related field is required. Proficient in QuickBooks and Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint. Has excellent interpersonal, written, and verbal communication skills. Acts with discretion and confidentiality. Has the ability to perform responsibilities which involve independent judgment, initiative, and oversight and the ability to prioritize workload and manage deadlines. Is flexible, forward-thinking, and independent. Experience with nonprofit accounting or community foundation accounting a plus.

The Staff Accountant is an hourly position.

Benefits offered by the Springfield Foundation to employees include medical, life and disability coverage, paid time off (paid holidays, vacation, sick leave), 401(k) plan with employer contribution, and parking.

To apply, send letter of interest, resume and pay requirements to Suzie Carey, Executive Director, at [susan@springfieldfoundation.org](mailto:susan@springfieldfoundation.org) by June 1, 2024.

Suzie Carey  
Executive Director  
*The Springfield Foundation*  
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***The mission of the Springfield Foundation is to raise, strengthen, and distribute permanent charitable funds to benefit Clark County.***

The Springfield Foundation is an equal opportunity employer.